

## Central Kansas District 4-H

### Record Keeping & Awards Quickstart Guide

4-H teaches many life skills including record keeping. The goal is for youth learn how to keep track of their activities, goals, successes, and learning experiences. Many families and 4-H members find these skills helpful when applying for employment, scholarships, and applications for other opportunities.

Step #1 – Review documents at the beginning of the year, including the current year’s “Awards Information” document. Pay particular attention to the mid-year review and appeal process information.

Step #2 – Set goals and revisit project report forms, pin application, and permanent record often using your choice of paper, form-fillable, or Z-Suite methods.

Step #3 – There will be questions as you go along. Resist the urge to do the record keeping for the youth. Instead, concentrate on building the good habit of revisiting their records once per month with your child(ren) and helping them as needed. Some clubs designate a small amount of time at each meeting to help with developing this habit, others provide a record keeping calendar sheet to help families learn the process. Please remember, none of the record keeping or awards documents were designed to be done in one sitting or to be done just at the end of the year. They are intended to be used throughout the year, utilizing small amounts of time to reflect on the educational experiences as they happen.

Step #4 – Near the end of the 4-H year, help your child assemble the following documents:

- ❖ **CKD Achievement Pin Application**
  - All members fill this out, even if they are not seeking an achievement pin.
- ❖ **CKD Record Book Check Sheet**
- ❖ **Personal Page**
- ❖ **Permanent Record**
- ❖ **Project Report Form for each project**
  - Some may be more detailed than others depending on the educational experiences, but remember...if it was important enough to enroll in the project, it is important to tell the story of what was learned.

Step #5 – Determine if any of the Project Report Forms will be submitted to CKD for consideration of awards. If so, place them in the binders as explained in the “Awards Information” document. Any remaining Project Report Forms should be placed in the green record book after the current year’s Record Book Check Sheet, Personal Page and Permanent Record. The Achievement Pin Applications should not be placed into the green record book using the prongs, but should be turned in separately to your club’s leaders.

Step #6 – Consult the “Awards Information” document for information about the Kansas 4-H Key Award, 10-year Award, Outstanding 4-H Member Award, and other CKD Awards.